

NAME

Margaret Reynolds

No. 6

KRONE'S

SYSTEM OF
COMMERCIAL
WRITING.

KRONE BROTHERS

NEW YORK.

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POSITION OF THE BODY.

Sit directly facing the desk in an easy upright position. The body may incline slightly forward without touching the desk. Place the feet flat on the floor in front of the desk. Place the right and left fore-arms on the desk, forming right or nearly right angles to each other. Rest the right fore-arm on the rolling rest or muscles, and the hand on the sliding rest—the edges of the nails of the third and fourth fingers. The left fore-arm should steady the body and the left hand keep the book in proper position.

POSITION OF BOOK.

Place the book on the desk in front of the body and turn it to the left until it forms an angle of 20 to 30 degrees with the front edge of the desk. Then place the fore-arm and hand at right angles to the line of writing. When a line has been written through, it is necessary, before beginning to write the next line, to move the book a little upward, a distance equal to the space between the lines.

POSITION OF HAND AND PEN.

Nothing is more essential to good writing than the proper position of hand and pen. Therefore, the following directions should be well studied and practiced. Hold the pen lightly between the first and second fingers and thumb, letting it cross the second finger at the root of the nail, and the fore-finger forward its knuckle-joint. Place the thumb against the holder opposite the first joint of the fore-finger. Rest fore-finger lightly upon the top of the holder. Bend third and fourth fingers

under far enough to touch the paper on their nails, giving the hand its sliding rest. Keep the wrist slightly elevated and free from the desk. Rest the fore-arm lightly upon its fullest part below the elbow, called the muscular arm rest. Bend thumb and pen-fingers slightly; hold the pen easily and in such a way that both points press equally upon the paper. The holder should point in the direction of the right shoulder.

The illustrations on top will give a clear idea of the proper position of hand and pen.

MOVEMENT.

Movement is the foundation of good Business Writing. No satisfactory hand-writing can be obtained without a free and easy action of the writing muscles. These muscles, therefore, should be developed by special Drill-Lessons in position and movement.

There are four movements in writing: the *finger movement*; *fore-arm movement*; *whole-arm movement*, and the *combined movement*.

The *finger movement* is made by extending and contracting the first two fingers and thumb; the hand and arm being stationary.

The *fore-arm movement* is made with the fore-arm, from the muscular rest near the elbow; the fingers being at rest, and the hand gliding gently on the nails of the third and fourth fingers.

The *whole-arm movement* is produced by the action of the whole arm, with the elbow slightly raised; the hand sliding on the finger rest. This movement is used chiefly in striking off-hand capitals and flourishing.

The *combined movement* is a union of the fore-arm and finger movement. The fore-arm moves on the rolling rest, carrying the hand along, while the pen-fingers assist in shaping the letters. This is the best movement for rapid business writing.

HOW TO USE THE BOOKS.

In connection with the books of this series, pupils should use our Drill Pads. These pads have printed headings and are arranged to

furnish a thorough drill on each letter,—small or capital,—as taken up in the copy books.

The first five or ten minutes of each writing lesson should be devoted to these Drill Exercises. Pupils should be required to practice these Exercises with great care and method, until every difficulty has been mastered.

In the lower numbers of this series each line is divided in half, giving two lessons on each page. This plan has been adopted for the reason that a pupil of the Primary grade is unable to write a full line clear across the page without interrupting the lateral motion of his hand. For, having written the first half of the line, he is compelled to lift his hand, and to shift the paper to the left, in order to readjust the position of his hand to the second half of the line. In a half page lesson the pupil may conveniently write his lesson with a continuous sliding movement of his fore-arm and hand.

DEFINITIONS.

All the letters in the alphabet are formed by combining *straight* lines and *curves*.

The *straight* line is one that does not bend or change its direction.

The *curved* line is a part of an oval.

There are three different curves, viz.: the *right*, the *left*, and the *compound* curve.

A *right curve* is a part of the right side of an oval.

A *left curve* is a part of the left side of an oval.

A *compound curve* is the union of a right and left curve, forming a slight wave line.

The *base line* is a real or imaginary line on which the letters are written.

The *head line* is a real or imaginary line to which the short letters extend.

A *space in height* is the height of letter *i*.

A *space in width* is the distance between the straight lines of letter *u*.

A *Point in writing* is the sharp point of two lines.

Upper and *lower* turns are short curves at the base and top of letters.

Alley Anger is a two edged sword. A

Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

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Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

Alley Anger is a two edged sword a

[illegible]

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

Curry Criticise your own writing. Cr.

4
Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

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Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Derby Do not deride the unfortunate.

Expert Economy is the road to wealth.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Fling Fame is the reward of merit Fr.

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Going Gratitude is a precious jewel

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

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Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Home Home is the refuge of our life !

Irony boy clings to walls and trees 2"

Irony Ivy clings to walls and trees I

Irony - Ivy clings to walls and trees I

Irony boy clings to walls and trees &

Irony by lings to walls and trees &

Irony boy clings to walls and trees &

Irony
Irony clings to walls and trees &

Irony Loy clings to walls and trees I

Irony Ivy clings to walls and trees I

Irony Ivy clings to walls and trees 2

Irony boy clings to walls and trees I

irony Ivy clings to walls and trees I

Irony Ivy clings to walls and trees &

July

June is the month of roses. Jan.

July

June is the month of roses. Jan.

Jury

June is the month of roses. Jan.

July

June is the month of roses Jan.

Jury

June is the month of roses Jan.

July

June is the month of roses Jan.

July

June is the month of roses Jan.

July

June is the month of roses Jan.

July

June is the month of roses Jan.

July

June is the month of roses Jan.

July

June is the month of roses Jan.

Jury

June is the month of roses Jan.

Jury

june is the month of roses jan.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Killer Keep your hearts from evil K.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Label Life's journey is before you Ld.

Miller Make hay while the sun shines

Miller Make hay while the sun shines

Miller Make hay while the sun shines

Miller Make hay while the sun shines

Miller Make hay while the sun shines

Miller Make hay while the sun shines.

Miller Make hay while the sun shines

Miller Make hay while the sun shines.

Miller Make hay while the sun shines.

Miller Make hay while the sun shines.

Miller Make hay while the sun shines.

Miller Make hay while the sun shines.

Miller Make hay while the sun shines.

Miller Make hay while the sun shines.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

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Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Nicety Never speak ill of the absent.

Living Out of debt, out of danger Oncl.

Owing Out of debt, out of danger Once.

Owing Out of debt, out of danger Oncl.

Quitting out of debt, out of danger Once.

Living Out of debt, out of danger Once.

Quing Out of debt, out of danger Once.

Owing Out of debt, out of danger Once.

Owing Out of debt, out of danger Once.

Outing out of debt, out of danger &c. &c.

Out of debt, out of danger

Owing Out of debt. out of danger Once.

Owing Out of debt, out of danger Once.

Owing Out of debt out of danger Incl.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

Party Palestine is a sacred land P.

17
Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Query Received in full of all demands.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

Sixty Specimen of my writing. Sr.

19

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

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Tiling Truth is an everlasting treasure.

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Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

Tiling Truth is an everlasting treasure.

[illegible]

Valley Virtue is the beauty of the soul. 21

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Valley Virtue is the beauty of the soul.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

Wings Walking in the path of duty.

23
Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

Young Years are made of moments. Y.

[illegible]

SMALL LETTERS.

The small alphabet is divided into three classes of letters, viz.: *short*, *stem*, and *looped letters*.

The *short letters* are one space in height, except the letters *r* and *s* which are a little higher. The parts of *i*, *u*

CHART OF LETTERS

gins with a slightly curved stem and combines at base in a slanted loop with right side of an oval and ending at top with a small loop. *C* begins with an inverted loop and combines at top with direct oval. In *E* two ovals are connected by a narrow loop. *A* is a pointed

No.

ALIEN CARD

County.

(FEMALE)

1. Age

2. Name

3. City, town or village

(b) R. F. D. route

(a c) Street and No.

5. Country-born?

7. How long in U. S.?

10. First papers?

11. Country a citizen?

12. Father born?

13. Mother born?

14. Married?

(a) Husband living?

17. Dependents for support?

19. Speak English?

(a) Other language?

(b) Interpreter?

(c) What language?

21. Industry?

(a) Position?

(b) Kind work?

23. Business self?

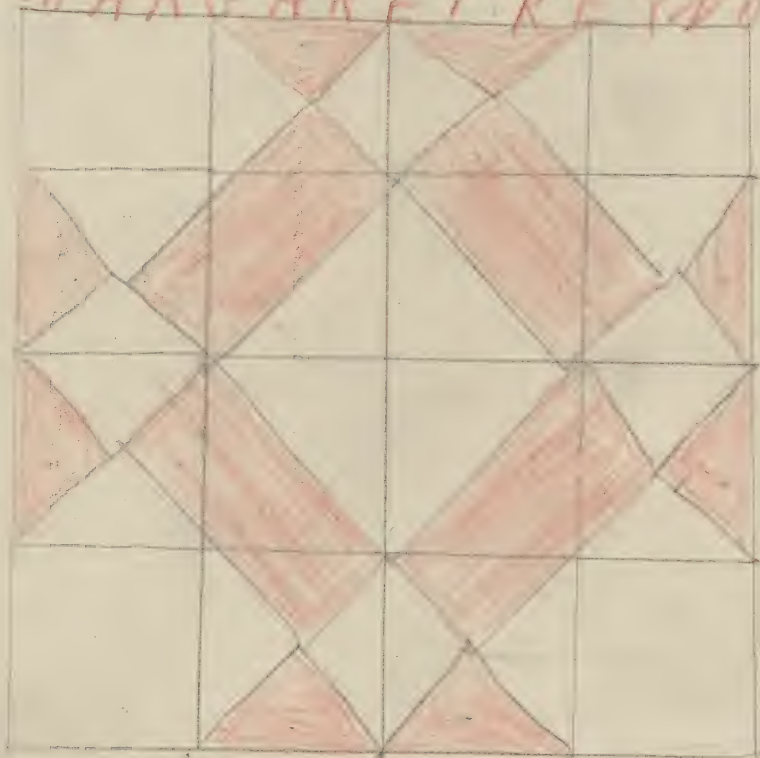
24. Present employer?

(a) Employer's business

(b) Address

24
Kerxes Zinc is a very useful metal.

26
MARGARET REYNOLDS.



Kerxes Zinc is a very useful metal.

SMALL LETTERS.

The small alphabet is divided into three classes of letters, viz.: *short, stem, and looped letters.*

The *short letters* are one space in height, except the letters *r* and *s* which are a little higher. The parts of *i, u* and *w* are formed of the 1st Prin., which combines the straight line, lower turn and right curve. Width of *u* one space, *w* ends with a dot combined with a short horizontal curve. Width of last part $\frac{1}{2}$ space. *n, m, v, x* are formed of 2nd Prin., which combines the left curve, upper turn and straight line. Width of *n* one space, of *m* two spaces. *v* ends like *w*. The parts of *x* are 2d and 1st Prin. *o, a, c, e, s*, are formed of 3d Prin. *o* is a complete oval; *a* a pointed oval, joined to 1st Prin. at head line; *c* an incomplete oval, with a dotted turn at top. In *s* a short compound curve combines with right side and base of an oval. *r* is irregular in form; a short dotted curve combines with 1st Prin.

The *stem letters* are so called from the extended main line. Stem of *t* and *d* extends 2 spaces above base line; of *p* 2 spaces above and $1\frac{1}{2}$ spaces below base line; of *q* $1\frac{1}{2}$ spaces below base line, finishing with a fold. The stem of *t* and *d* has diminishing shade, and of *p* increasing shade.

The *loop letters l, b, h, k*, are formed of 4th Prin., and extend 3 spaces above base. *j, y, g, z*, are inverted loop letters and extend 2 spaces below base line. *f* extends 3 spaces above and 2 spaces below base line, its looped stem terminates with a fold. Width of all loops $\frac{1}{2}$ space. The upper loops cross at head line; the lower loops at base line.

CAPITAL LETTERS.

Capitals are divided into three classes of letters, viz.: *Direct Oval, Reversed Oval, and Capital Stem Letters.*

The *direct oval letters* are formed by the 5th Prin. *O* is a full direct oval, ending at top with a small loop. *D* be-

CHART OF LETTERS

Principles.

i n o t o o j 7th Principle
i u w n m x v
o a c e s
t d p q
l b h k j y g z f

Loop Letters

Direct Oval

Reversed Oval

Capital Stem

O C D E A
X W N M 2
z v u y l f
T F H K L
S G O B R
1 2 3 4 5 6 7 8 9 0 1/2 3/4

gins with a slightly curved stem and combines at base in a slanted loop with right side of an oval and ending at top with a small loop. *C* begins with an inverted loop and combines at top with direct oval. In *E* two ovals are connected by a narrow loop. *A* is a pointed oval; its last part is like *t* without cross and shading. All direct ovals are shaded on left curve.

Reversed Oval Letters. These letters are formed of the 6th Prin. First part of *X, W, N, M, Q*, and *Z*, is the reversed oval. Last part of *X* is part of a direct oval, touching main line at center. Last line of *W* is a left curve. Last part of *N* is like that of *n*, 2 spaces in height. The 2d and 3rd lines of *M* are like those in *m*, respectively $2\frac{1}{2}$ and 2 spaces in height. *Q* ends at base with a horizontal compound curve, and *Z* with an inverted loop. In *V, U, Y* the down-stroke of the reversed oval is a compound curve. The introductory curves of *I* and *J* form with the main-line a reversed oval loop. *I* terminates with short oval, *J* with inverted loop.

Capital Stem Letters. These letters are formed of the 7th Prin. The main part of *T* and *F* is the Capital Stem. The cap is a small reversed oval and compound curve. In *H* and *K* the stem is a single curve. The 2d line of *H* is a long left curve, connected at base with a small loop. The first part of *K* is like in *H*. The connecting loop of the compound curves in the last part is at half the height of letter. The stem of *L* and *S* has increased curvature and intersects the loop a little above head-line. In *L* the stem terminates in a horizontal loop, in *S* with a base-oval. In *G*, the looped oval connects $1\frac{1}{2}$ spaces above base with a short stem. In *P* the stem-oval winds clear around the stem and ends with a full right curve. In *B* and *R* the stem is slightly curved. The right curve in the last part of *B* ends in a small loop and connects with final right curve. In *R* the loop connects with a compound curve.

Krone's Paragon Series of Drawing Books.

REVISED EDITION.

I. *Elementary Course, No. 1 to 4½.*

No. 1 contains exercises in straight lines; it teaches the angles and introduces the square, its parts and divisions.

No. 1½ contains further exercises in straight lines, and takes up the triangle, rectangle, rhombus, etc. Also, Gothic letters and figures, formed by straight lines, are given.

No. 2 introduces simple, compound and reversed curves and applications.

No. 2½ introduces the circle, its parts, and their application in object and decorative design.

No. 3, after reviewing circular and compound curves, introduces the ellipse and the oval, with practical applications.

No. 3½ introduces the spirals with applications, both in objects and floral designs.

In these six books all the examples are drawn in dotted squares. Similar squares are printed in the spaces on which the examples are to be copied.

No. 4 contains a progressively arranged course of instruction in Parallel Perspective.

No. 4½ contains a course of instruction in Angular Perspective.

II. *Advanced Course.*

No. 5 contains exercises in shading.

No. 6 contains more difficult exercises (Cross shading), Solids, etc.

No. 7 contains Landscapes in outline.

No. 8 contains Landscapes, slightly shaded.

No. 9 contains Animals, slightly shaded.

No. 10 contains Flowers, slightly shaded.

No. 11 contains Animals, fully shaded.

No. 12 contains Ornamental forms, fully shaded.

No. 13 contains Treatment of Foliage and Landscapes.

No. 14 contains Landscapes, fully shaded.

No. 15 contains Flowers, fully shaded.

No. 16 contains Parts of Figures, Heads, etc., shaded.

III. *High School Course.*

No. 17 contains Landscapes, slightly shaded.

No. 18 contains Landscapes, shaded.

No. 19 contains Heads and Figures, slightly shaded.

No. 20 contains Flowers and Fruits, fully shaded.

No. 21 contains Landscapes, fully shaded.

No. 22 contains Landscapes, fully shaded.

No. 23 contains Heads, fully shaded.

No. 24 contains Heads, fully shaded.

Krone's System of Industrial Drawing.

I. *Freehand Outline Drawing Books, 1—8.* These books include a complete and thorough explanation of the Elementary principles of Industrial Art, in an easy progressive manner, from the study of lines and simple geometric forms, to the practical study of Decorative Design and Historic Ornament.

II. *Plane Geometric Drawing, 9—12.* Geometric Drawing is the drawing of lines, surfaces and solids, with instruments, and forms the basis for Perspective and Mechanical Drawing. The use of scale and compasses and the solution of geometric problems are required in nearly all trades of practical life. The books in this course contain problems of Plane Geometry progressively arranged according to their intricacy, the study of which teaches pupils the exact meaning of words and terms, and trains them to accuracy of workmanship.

III. *Perspective and Working Drawing, 13—15.* These books contain a course of instructions in Perspective Drawing based on "Projections." Mechanical and Perspective Drawing, thus practised together, have the most important and valuable influence upon each other, and neither can be successfully pursued unless illustrated by the knowledge and with the help of the other.

Krone's Paragon Drawing Studies

With Tinted Sheets in Outline for Practice.

Size, 10x13 inches.

The studies as well as the sheets for practice have a tinted background in 3 colors. The drawings are fully shaded and executed in the most artistic style. They are sold in sets containing one study and five tinted sheets in outline, put up in a neat strong envelope.

Series A, No. 1, 2, 3, 4, contain Landscapes.
Series B, No. 1, 2, 3, 4, contain Flowers.

Krone's Paragon Series of Map Drawing.

Complete in Six Books.

They present a new and easy method of Map Drawing. Each book contains 10 or 11 colored maps, carefully drawn and engraved. On the side of each map is a frame and diagram for the copy, and on the opposite page a scheme for examination questions.

Book A contains 10 Maps of Eastern states.

Book B contains 10 Maps of Southern states.

Book C contains 10 Maps of Middle states.

Book D contains 11 Maps of Western states.

Book E contains 7 Maps of Western Hemisphere.

Book F contains 7 Maps of Eastern Hemisphere.

Krone's Paragon Business Letters and Commercial Forms. 2 Numbers.

In these books the pupils commence the study of business correspondence and commercial forms by copying models, while the explanations and definitions appended furnish ample material for home study.

The model letters are prepared in the most careful manner, and will serve as an excellent introduction to the study of business correspondence. The commercial forms are elaborately engraved and are exactly like the Checks, Receipts, etc., used in business.

No.

ALIEN CARD

County

(FEMALE)

1. Age
2. Name 3. City, town or village
- (b) R. F. D. route (a c) Street and No.
5. Country-born? 7. How long in U. S.?
10. First papers? 11. Country a citizen?
12. Father born? 13. Mother born?
14. Married? (a) Husband living?
17. Dependents for support?
19. Speak English? (a) Other language?
- (b) Interpreter? (c) What language?
21. Industry? (a) Position? (b) Kind work?
23. Business self? 24. Present employer?
- (a) Employer's business (b) Address

MARGARET REYNOLDS.

